



## EUROPEAN COMMISSION

### Job Description Form

Job description version2 (*Active*)  
Job description version342786 in *NEAR.R.3*  
Valid from16/12/2020until

#### Job Holder

**Name**

Benedetta BAVIERI

#### Job Profile

**Position**

CONTRACT AGENT FGII

**Job title**

Secretary

**Domains**

**Generic domain**

EXTERNAL RELATIONS

**Intermediate domain**

**Specific domain**

EU NEIGHBOURHOOD

**Sensitive job**

No

**Overall purpose**

To provide administrative support to the Head of Unit and team members, and assist him/her in the management of human resources and personnel files.

**Legal disclaimer**

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

## **Functions and duties**

### + OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- *Manage the secretariat of the Head of Unit, including agenda, telephone and emails in a proactive manner.*
- *Follow up information and communication from external sources at Unit level.*
- *Check/send invitations and agenda and follow-up requests for information.*
- *Request, coordinate and compile files for the meetings of the Head of Unit.*
- *Coordinate and contribute to good communication within the Service, the Directorate-General as well as with outside services such as other DGs, the EEAS and the Cabinet.*

### + OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- *Assist the Head of Unit in the management of Unit activities, coordination of management and planning procedures.*
- *Coordinate organisation of meetings called by the Head of Unit.*
- *Coordinate and monitor horizontal tasks.*
- *Provide short reports of meetings as required.*
- *Contribute to the simplification of procedures.*

### + HUMAN RESOURCES MANAGEMENT

- *Coordinate and ensure the update of job descriptions, objectives and training plans, and other administrative procedures concerning the Unit Staff.*
- *Coordinate and assist in the recruitment processes of contractual and non-contractual staff, and participate in recruitment selection as panel secretary.*
- *Ensure, in liaising with specialised services, the good coverage of the logistical and infrastructural needs of the Unit.*
- *Advise the Head of Unit and take initiatives in order to ensure a smooth circulation of information and communication within the Unit.*

### + OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- *Keep agenda, organise and co-ordinate meetings of the Head of Unit.*
- *Handle correspondence and ensure appropriate follow-up, including overseeing attribution, screening responses, drafting standard correspondence and giving general information to callers/e-mailers. Manage and coordinate units interservice consultation replies.*
- *Handle documents and record incoming and outgoing correspondence using archiving software (ARES).*
- *Manage missions (reservations and MIPS) and absences (Sysper 2) on behalf of the Head of Unit.*
- *Monitor deadlines and workflows.*
- *Provide administrative support to unit in the performance of its planning and programming activities.*

### + INFORMATION and DOCUMENT MANAGEMENT

- *Register, file, store documents on any support in the appropriate systems, under supervision of the document management officer (DMO) or head of document administration center (CAD).*
- *Provide the files and documents needed for current work.*
- *Apply the rules for document management and archives.*
- *Arrange files and records.*
- *Receive, maintain, locate, access documents and records.*

## Job requirements

### Experience"

#### + OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Job-Related experience: at least 2 years

Qualifier: desirable

### Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	C1	C1	C1	C1	B2
English	C2	C2	C2	C2	C2

### Knowledge

- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*  
*ORGANISATION and ADMINISTRATION of SUPPORT OFFICES*  
*Administrative rules and procedures of the Institution*
- *COMMUNICATION and PUBLICATION*  
*MISSIONS, MEETINGS and VISITS (incl Protocol Service)*  
*Missions, seminars, meetings (budgetary aspects)*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*  
*IT tools for OFFICE AUTOMATION*  
*Word*  
*IT tools and systems for HRM*  
*MIPS (Missions Integrated Processing System)*  
*Sysper2: Time Management / FlexiTime*  
*IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT*  
*Ares*  
*IT tools and systems for COMMUNICATION and PUBLICATION*  
*EU institutions databases & websites*  
*Intranet*  
*IT tools for WEB SYSTEMS and APPLICATIONS*
- *INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)*  
*Organisation chart, missions and mandates*
- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT*  
*EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS*  
*Commission services and their structure*

### Competences

- *Communicating*  
*Ability to understand and be understood*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*  
*Client orientation*  
*Conscientiousness*
- *Prioritising and Organising*  
*Capacity to deliver in a structured way*  
*Planning capacity*
- *Working with Others*  
*Ability to work in a team*  
*Confidentiality*  
*Sociability skills*

## Job Environment

### **Organisational entity**

*Presentation of the entity:*

#### **Job related issues**

- Atypical working hours
- Specialised Job

#### **Missions**

- Frequent, i.e. 2 or more missions / month
- Long duration, i.e. missions lasting more than a week

*Comments:*

#### **Workplace, health & safety related issues**

- Noisy environment
- Physical effort / materials handling
- Work with chemicals / biological materials
- Radioprotection area
- Use of personal protective equipment
- Other

*Comments:*

#### **Other**

*Comments:*